

12 AUG 1987

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

New Headquarters Building Pre-Move Survey

FROM:

DDA Management Staff
7D18, Hqs.

EXTENSION

NO.

DDA 87-1640

DATE

10 August 1987

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/OS

2.

3.

4.

5.

6.

7.

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11.

12.

13.

14.

15.

Can you do?
let's discuss!

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DDA 87-1640
7 August 1987

MEMORANDUM FOR: Director of Finance
Director of Information and Technology
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training and Education

STAT

FROM:
DDA Management Staff

SUBJECT: New Headquarters Building Pre-Move Survey

1. Prior to your Office's move to the New Headquarters Building, there is survey information and office coordination required to make the move as smooth as possible. The Integrated Logistics Support Plan (ILSP) Working Group, in coordination with the Office of Security, is asking each Office for specific ADP inventory information. In addition, the ILSP is requesting that each Office provide a "preferred" moving sequence. After receipt of this information, an ILSP representative will provide each Office with a detailed floor plan identifying all workstations and equipment locations. This floor plan must be finalized prior to each Office's scheduled move-in date to insure that all pre-positioned equipment locations, including furniture, phones, and data terminals, are accurately identified.

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2. Please complete the attached survey forms and return them to the Management Staff, Attention: prior to 15 September. In addition, please provide the name and secure number of a senior Office representative to verify your Office requirements and to coordinate the moving schedules with the ISLP representative.

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Attachment
Survey Forms

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Attachment #1 Part A

Format for a Computer Security Plan

The system security plan should briefly include the following information:

1. Component name
2. System Administrator's name and phone numbers (black and secure)
3. Hardware description, including serial numbers, quantities, items, and model numbers
4. Major software product names and functional descriptions (e.g., DBMS, Office Mail, Operating System)
5.
6. Security Level. State the highest classification and all codewords and dissemination controls associated with data and processing
7. System function
8. System location(s)
9. External interfaces (by a major component)
10. Types of storage media (fixed, removable)
11. Configuration management and Maintenance procedures
12. Other special information

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If you have any questions or require assistance, please contact
Information System Security Division on

STAT

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Office Designation _____ New Location _____

[illegible]

Declassified in Part - Sanitized Copy Approved for Release 2013/12/13 : CIA-RDP93B00099R000700110011-1

Office Designation _____ New Location _____

[illegible]

Declassified in Part - Sanitized Copy Approved for Release 2013/12/13 : CIA-RDP93B00099R000700110011-1

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Part B

Office _____

Preferred moving sequence. Identify major equipment within each segment.

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Distribution:

- Orig - Each Addressee w/att
- 2 - DDA Registry wo/att
- 1 - MS Subject w/att
- 1 - MS Suspense wo/att
- 1 - MS Chrono wo/att

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